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MEMORANDUM

TO: S/S - Mr. Raymond G. H. Seitz
FROM: A - Thomas M. Tracy
SUBJECT: Reagan Transition Team

The necessary security processing procedures are being established by SY relative to the Reagan Transition Team and the respective appointments which will be made in the Department.

Appropriate office space will have to be located within Main State for use by the "executive liaison team" or the Transition Team attached to the Department and also to allow access for their personnel. Also, the Reagan Transition Team attached to the Department of State should identify one individual who will act as the contact point for security clearances. In SY the contact point will be Ken Orzell who can be reached on 632-0408.

In order for SY to be able to act more efficiently and expeditiously concerning the issuance of a security clearance, SY must be notified immediately by the Transition Team as to 1) the identity of the individual, including any other names used; 2) the date and place of birth; 3) the social security number; and, 4) the home and office telephone numbers. With this information, the initial necessary checks can be commenced. As soon as possible thereafter, a completed SF-86, DSP-34 and SF-87 (copies attached) are needed by SY in order to process the appointee. The SF-87 can be executed (fingerprints taken) by SY at Main State or in one of the SY domestic field offices. It is extremely important that the completed SF-86 be received in SY as soon as possible. It would also be helpful to SY to know if the appointment is to be Foreign Service or

DEPARTMENT OF STATE A/CDC/MR.

REVIEWED BY *L. R. R. R.* DATE *4/7/83*

RDS ☐ or XDS ☐ EXT. DATE

TS AUTH. REASON(S)

ENDORSE EXISTING MARKINGS ☐

DECLASSIFIED ☐ RELEASABLE ☒

RELEASE DENIED ☐

PA or FOI EXEMPTIONS

General Schedule as well as be notified if the possibility of a Presidential appointment may follow the requested E.O. 10450 clearance.

At the present time there are some 143 agents assigned to SY's domestic field offices and 22 additional agents will be available when the current training class is graduated. Also, SY has a contract with MSM Security Services, Inc., which can be used for conducting some 190 background investigations and the availability, after January 1, of ten retired annuitants. Past experience indicates we can estimate an additional 300 investigations for the transition period. With the resources available to it SY believes it can handle the additional workload, provided the greater part of its resources are dedicated to this task. SY cautions, however, that its optimism is based on the assumption that there will be no inordinate increase in protective security for this period. In this regard, once the new Secretary of State is identified a security detail for him will have to be established. Such a detail will require approximately 21 agents who must be drawn from the domestic field offices.

Finally, SY will handle all "transition" investigations on a priority basis. Teams of SY agents will be available to act immediately to conduct inquiries. In those areas of the United States where investigative work may be concentrated, personnel will be sent on TDY to assist. SY anticipates the total time for the investigation and issuance of clearances will be approximately three weeks.

Attachments:

As stated.

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